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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Bureau of Agricultural and Industrial Chemistry  
Washington 25, D. C.

August 21, 1952

BUREAU MEMORANDUM NO. 426

TRANSPORTATION AT OFFICIAL STATION

TO DIRECTORS OF REGIONAL RESEARCH LABORATORIES, BUREAU DIVISION  
HEADS, AND THOSE IN CHARGE OF FIELD STATIONS:

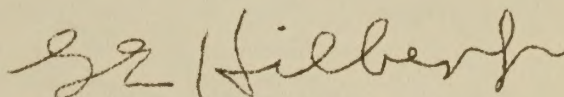
Your attention is directed to Secretary's Memorandum No. 1313, dated  
June 26, 1952, which was recently distributed throughout the Bureau.

You will note that this memorandum outlines procedures on the use of  
transportation by employees engaged on official business at their offi-  
cial station, including the hire of taxicabs under special circumstances.  
The provisions contained therein should be strictly adhered to. The use  
of taxicabs should not be authorized or approved, except in circumstances  
where streetcars or busses would not serve our purpose. Also each claim  
for taxicab fare must be clearly justified in writing, and the account  
must be approved by the official designated below.

In accordance with Paragraph 3 of the memorandum, I am hereby designating  
the Assistant Chief of the Bureau in charge of Administration to authorize  
or approve the use of taxicabs in the Washington area and the Director of  
each Region to authorize or approve the use of taxicabs at his official  
headquarters and at other field stations under his jurisdiction.

As stated in Paragraph 4, reimbursement may be claimed on S. F. 1164,  
and a record should be maintained, so as to readily provide, if needed,  
information on expenditures for such taxicab fares.

The Standardized Government Travel Regulations should continue to be  
followed on use of taxicabs, while on an official trip from your official  
station.



G. E. Hilbert,  
Chief of Bureau

UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Agricultural and Industrial Chemistry  
Washington 25, D. C.

August 21, 1952

MEMORANDUM NO. 450

TRANSPORTATION AT OFFICIAL STATION

TO DIRECTOR OF REGIONAL RESEARCH LABORATORIES, BUREAU DIVISION  
RE: AND TRIP IN CHARGE OF FIELD STATIONS

Your attention is directed to Bureau's Memorandum No. 1313, dated  
June 20, 1952, which was recently distributed throughout the Bureau.

You will note that this memorandum outlines procedures on the use of  
transportation by employees engaged on official business at their offi-  
cial station, including the use of vehicles under special circumstances.  
The provisions contained therein should be strictly adhered to. The use  
of vehicles should not be authorized or approved, except in circumstances  
where necessary or when would not serve our purpose. Also, such claims  
for mileage fees must be clearly justified in writing, and the amount  
must be approved by the official designated herein.

U.S. DEPARTMENT OF AGRICULTURE

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CURRENT SERIAL RECORD

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As stated in paragraph 4, reimbursement may be given in the form of a  
check or a record should be maintained, so as to readily provide, if needed,  
information on expenditures for such vehicle travel.

The Standardized Government Travel Regulations should continue to be  
followed on use of vehicles, while on an official trip from your official  
station.

*[Handwritten signature]*

G. E. Hilbert,  
Chief of Bureau